



TO: All Financial Managers AC201601
FROM: Trina Brietske, Daily Processing Program Manager
DATE: July 27, 2015
SUBJECT: **FY15 Year-End Closeout**

PLEASE PASS THIS INFORMATION TO THE APPROPRIATE PERSONNEL

In conformance with the Code of Iowa, Chapter 8.33, 8.62, and various appropriation bills, after August 31, 2015 SAE will begin to revert any remaining appropriation balances for fiscal year 2015 and to roll balances forward to fiscal year 2016.

[Section 235, Year-End Procedures](#) of the State Accounting Policy and Procedures Manual provides guidance to departments on closing out the fiscal year. Below are some of the procedures I want to emphasize as we approach the **August 31 deadline**. If these items are relevant to your department, I would appreciate your review so we can complete the FY15 closing promptly and continue the transition to FY16. If applicable, a link to the policy section is included.

YEAR-END CUTOFF - CLAIMS [235.100](#)

Because the deadline for FY15 claim processing is Monday, August 31, I encourage you to submit all remaining FY15 claims as soon as possible. Prompt submission ensures issues can be resolved prior to the FY15 close, so the Appeal Board process will be avoided. Submission by the deadline includes first time submissions as well as any items under discussion.

To ensure timely payment of remaining claims for FY15, *claims must be received in DAS-State Accounting Enterprise-Daily Processing by the end of the working day on August 31 as follows:*

AUGUST CUT OFF DATES

August deadlines are located on SAE's website - [August Cut Off Dates](#)

Claims received after these dates may or may not be processed by the end of the fiscal year.

Claims not processed by August 31 must be processed through the State Appeal Board process.

PAYROLL EXPENSES

To avoid the State Appeal Board Process, any remaining FY15 payroll expenses must be paid on the payroll written August 18 and paid on August 21. Rewrites for the pay period July 31- August 13, 2015 will be written on August 24.

FY15 CANCELED WARRANTS [235.800](#)

Any warrants charged to FY15 funding sources scheduled to be canceled should be submitted immediately. Request for the cancellation of warrants written on FY15 funds should be submitted no later than Friday, August 28. Depending on workloads, requests for cancellations after that date may or may not be reflected in the FY15 financial reports.

SEPTEMBER CUT OFF DATES

September deadlines are located on SAE's website - [September Cut Off Dates](#)

Corrections and carry-forwards relating to FY15 will be processed through Tuesday, September 15.

CORRECTIONS/CARRY-FORWARDS OF FEDERAL MONEY

Occasionally it is necessary for some departments to make corrections/adjustments to their accounting records once they have had the opportunity to review their monthly accounting reports. Changes of this nature will be allowed through Tuesday, September 15. This process includes the entries necessary to carry forward federal and/or other funding to FY16 when appropriate. If you have questions, contact [Jay Cleveland](#).

➔ **To meet GAAP reporting requirements and statewide auditing requirements, SAE is unable to process FY15 accounting activity after Tuesday, September 15.**

OUTDATED WARRANTS 235.800

All unredeemed warrants written in February 2015 will outdate on August 31, 2015. See Procedure 235.800 for additional information.

REVENUE/RECEIPTS

All documents for **all funds** that are processed to move revenues forward or carry appropriation balances forward to FY16 **must be reviewed and signed** by your Department of Management (DOM) budget analyst.

You may scan a copy of the necessary revenue modification document to your DOM budget analyst. After the document has been signed by DOM, attach a copy of the electronic approval to the original document and send it to DAS-SAE for final approval in I/3.

This requirement is *in addition* to the requirements already defined in the DAS-SAE Accounting Policy and Procedures Manual, [Procedure 235.850](#). If you have questions regarding these documents, email [Joel Lunde](#) or call him at (515) 281-7072.

These transactions must be received by DAS-SAE-Daily Processing no later than 2:00 pm, Tuesday, September 15 for FY15 processing.

If you have questions, please contact me by phone or email at [Trina Brietske](#).

